

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Energy Coordinator
Department: Mashkiiziibii NRD
Hourly Rate: \$22.00-\$25.00/hr (DOQ)
Full Time: 40 Hours/Week
Exempt: No/Hourly
Supervisor: Air Quality Specialist
Posting Date: Public
Opens: September 28, 2023
Closes: October 12, 2023, at 4:30 p.m.



Summary: The Energy Coordinator will be responsible for implementing all phases and objectives of the Tribe's Strategic Energy Plan to move the community toward tribal independence. The Tribe has developed policies around energy and electrical utilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Coordinating the Utility Task Force.
- Make recommendations to the Utility Task Force, Tribal Staff, and Tribal Council.
- Coordinate with tribal programs, staff, and consultants/contractors to implement various components of projects.
- Work with tribal staff, programs, and Tribal Council to implement effective energy efficiency practices.
- Will maintain all records and data to provide reports, studies, and plans.
- Responsible for financial administration of renewable/alternative energy grants.
- Prepare and submit proposals to secure funds for alternative/renewable energy on the Bad River Reservation.
- Will be required to write grants, provide reports, recommendations, presentations, and coordinate information to appropriate agencies.
- Monitor budgets and complete necessary reports as required by funding agencies.
- Will be required to travel, as needed.
- Other duties as assigned by supervisor.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Preferred:

- Bachelor's degree or higher in science or related field **and/or**
- Two-year associate degree in renewable energy (or related field), a minimum of two years of project planning and development, **and** two years of grant management experience.

Required:

- Two-year associate degree in renewable energy (or related field)

Other Skills and Abilities:

Required:

- This is a required driving position.
- Must have excellent communication skills both oral and written.

- Must have experience working with computers, Microsoft Office, and other basic software programs such as Adobe.
- Must be able to work independently.

Background Check:

This position is contingent on the required ability to pass a Bad River background check.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Proven ability to communicate well through oral presentation and interactions with a diverse public.

Reasoning Ability:

- Problem-solving at times and remaining flexible and open-minded.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Overnight travel will be required. This position is subject to inside and outside work.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov